

# The CURE

## Contract User's Resource for Excellence

*The "CURE" is a quarterly newsletter of the State Controller's Office*

Volume 5, Issue 1

January 1, 1999

### News From The SCO

#### A State Controller's Office Update

*By John Ivy, SCO*

#### ⇒ **Arthur L. Barnhart, State Controller**

Effective December 1, 1998, Art Barnhart became the State Controller. Art replaced Cliff Hall, who retired from state service. Agencies should change the name of the state controller on the signature page of state contracts from Clifford W. Hall to Arthur L. Barnhart.

Art is a certified public accountant and for the past 13 years supervised the Reporting and Analysis Section within the State Controller's Office. He is very familiar with the state's accounting system and is quickly learning about state contracting.

#### ⇒ **State Controller Contract Signature Authority**

Please note that all current state controller contract signature authority delegations will continue. Individuals who have been delegated to sign contracts for the state controller by Cliff Hall will not have to resubmit applications for the same delegation by Art Barnhart.

#### ⇒ **State Agency Contract Signature Authority**

After Governor Owens selects his cabinet, the State Controller's Office will be contacting executive directors and presidents of higher education institutions and boards to confirm their delegations. This is an excellent opportunity for all state agencies to review their delegations. It will also help the new executive directors become familiar with an important part of the state contracting process.

#### ⇒ **Contract Manual – Revised January 1, 1999**

Hard copies of the *Manual* revisions will be available at the January CCIT meeting and posted on the web. Please see page 3 for web site address.

#### ⇒ **The Real Estate Program Within State Buildings Moves to Capitol Complex Facilities**

In an ongoing effort to improve customer service on a department level, the Real Estate Program Section within State Buildings has been moved to Capitol Complex Facilities. With this move, Capitol Complex Facilities now houses all of the real estate and related services offered by General Support Services. Capitol Complex Facilities has changed its name to Real Estate Services in order to reflect its new "full service" property management emphasis, which includes real estate brokerage services. State Buildings and Real Estate Programs has also changed its name to State Buildings Programs. Please see the *Central Approvers*, below.

### Central Approvers Names and Numbers

NAME	PHONE #	FAX #
Privatization Program: Yvonne Anderson	303-866-2862	303-866-3569
Real Estate Services: Mike Beery	303-866-4564	303-866-4367
Contract Approval (SCO): Phil Holtmann Chris Trujillo	303-866-3809 303-866-3820	303-866-3569 303-866-3569
State Buildings Programs: Carol Lieber	303-866-3158	303-894-7478
State Purchasing: Kay Kishline Jane Lopez	303-866-6181 303-866-6146	303-894-7444 303-894-7478
Attorney General's Office: Richard Pennington	303-866-5151	303-866-5671

**NOTE:** You may e-mail any of the above by using the following format: **firstname.lastname@state.co.us**

# Improving State Contracting

## **Looks What's Going On \*In Other State Agencies\***

*By Chris Trujillo, SCO*

On November 18, 1998 the Department of Human Services held its monthly Contract User Group Meeting. Forty individuals attended the meeting. Two of those attending, were Chris Trujillo and Yvonne Anderson, guests from the State Controller's Office.

Attendance at the User Group meeting is normally in the 25 to 30 range. The high attendance at the November meeting was due to interest in hearing a presentation about negotiation strategy given by Harry McCabe. Harry is the Director of Contract Management for Human Services, and he leads the Department's Contract User Group. His presentation was very informative and well received by all in attendance.

Human Services' Contract User Group meets the second Wednesday of the month from 9:00 a.m. to noon at the Rehabilitation Facility, 2211 W. Evans, in Denver. A meeting is not normally scheduled during the months of July, August, and December. A broad range of topics is covered to include: insurance requirements training; DOP Certification training; CCIT reports; contract signature requirements; CLIN training; COFRS encumbrance training; use of change order and task order documents; use of contract amendments; contract drafting; contract management; and the use of various contract clauses.

Human Services is noted for successfully implementing the contract user group concept. Representatives from other state agencies are encouraged to contact Harry McCabe to learn more about the advantages to a state agency's contract program from having an active contract user group.

If you are interested in learning more about starting a contract user group, the advantages of the user group, or attending a Department of Human Services' Con-

tract User Group meeting as a guest, please make arrangements with Harry. His office number is 303-866-2315. Coffee, juice, fruits, donuts/rolls are served at the meetings to encourage attendance, and there is even a drawing for fun door prizes!

*If your state agency has come up with an innovative way to improve state contracting or has implemented an idea that has made state contracting better, why not share the idea with others in an article for the CURE? Contact John Ivy at 303-866-3765 to submit an article for publication, or better yet, e-mail your article to him at the State Controller's Office.*

## **Contracts Training Alive and Well!**

*By Brad Mallon, GSS*

Colorado contract managers and drafters continue to flock to the one day training programs on Contract Management and Contract Writing provided by the General Support Services training program in cooperation with the State Controller's Office. About 1400 people have taken Contracts Management training at sites around Colorado. Even members of the State Auditor's Office have attended!

The new program, Contract Writing, Planning and Processing, known as Contracts II for short, has been delivered four times this Fall in Denver, and at the University of Northern Colorado. Presentations are planned in early 1999 at the Department of Human Services, the Department of Corrections headquarters and again at UNC in Greeley.

A new class being considered for 1999 is Grant Writing. If you are interested in finding out more about the contracts training courses, if you need additional information, or would you like to see additional contract training offered, please contact Brad Mallon at 303-866-4265.

# **Year 2000 Information and Readiness Disclosure Act of 1998**

*By Richard Pennington, AGO*

You may have heard that the Year 2000 Information and Readiness Disclosure Act was passed and became effective in October 1998. While the statute does not immunize anyone from liability for Year 2000 defects, it does provide limited protection for statements made concerning Year 2000 processing capabilities. The statute also has a retroactive provision protecting some previous disclosures, so long as specific notices were issued by December 3, 1998. This summary is intended to highlight key statutory provisions of interest to contracting and purchasing professionals.

Generally, a "Year 2000 Statement" is any information concerning assessments, plans, test results, etc., relating to year 2000 processing capabilities. Court actions that are based on allegedly false or misleading Year 2000 Statements require proof that the maker of the statement knew the statement was false or misleading or recklessly disregarded the accuracy of the statement. The provisions limiting civil liability for Year 2000 Statements are automatically applicable to Year 2000 Statements made beginning July 14, 1998.

A "Year 2000 Readiness Disclosure" is a type of Year 2000 Statement, identified on its face as a "Year 2000 Readiness Disclosure." Statements identified as such are not admissible as evidence in state or federal civil actions to prove the accuracy or truth of the statement, with limited exceptions. Companies can get retroactive protection for previous statements qualifying as Year 2000 Readiness Disclosures (but for the statutory requirement that they be marked as Year 2000 Readiness Disclosures) using a notice/designation procedure in the statute. Essentially, the statements must be identified and designated Year 2000 Readiness Disclosures, with notice provided individually or in the manner originally used. This designation of prior statements had to be done by December 3, 1998.

After retroactive designation of past statements, persons or entities have an opportunity to object to the designation. Protections will not be afforded to past Year 2000 Readiness Disclosures if a person or entity can establish by clear and convincing evidence

that they relied on the previous statement and would be prejudiced by retroactive designation of the statements. Such an objection must be provided in writing to the person or entity seeking the designation within 45 days after receipt of individual notice, or by April 16, 1999, if notice of designation was furnished otherwise.

Be on the lookout for vendor correspondence or other information which designate vendors' past statements as Year 2000 Readiness Disclosures, potentially limiting their admissibility in any civil action relating to Year 2000 compliance. These designations may have been provided to individual agencies, or by publication on a website if the original statement was communicated that way. If such statements are retroactively designated, and your department or institution was relying on the previous Year 2000 Statement, a written objection may be advisable.

Further, the new statute permits some disclaimers of Year 2000 Statements made in connection with offers to sell or solicitations. Be cautious about any statements made in offers, bids, or vendor promotional literature that are designated as "Year 2000 Readiness Disclosures" or that appear to be qualified by reference to the Year 2000 Information and Readiness Disclosure Act. Obtain legal advice if vendors will not rescind such qualifications and Year 2000 compliance is a material part of the transaction.

## **On the World Wide Web at :**

**[www.sco.state.co.us/](http://www.sco.state.co.us/)**

**CONTRACT PROCEDURES AND MANAGEMENT**

**MANUAL**

**[contract/contract.htm](#)**

**PRIVATIZATION PROGRAM PROCEDURES AND FORMS**

**[private/private.htm](#)**

**CURE**

**[cure/cure.htm](#)**

## **Improving Service in State Buildings Programs**

*By Larry Friedberg, SBP*

A recent reorganization within General Support Services has allowed State Building Programs to concentrate its efforts and improve service in the areas of Capitol Construction and Controlled Maintenance. By transferring the remaining real estate program responsibility to RES, SBP is now able to concentrate 100% of its resources on these two important areas. In addition, SBP will add an energy engineer to its staff to assist agencies in Energy Efficient Contracting and other energy related programs. If you have questions about SBP, please call Carol Lieber at 303-866-3158.

## **State Buildings Programs Revises Standard Documents**

*By Carol Lieber, SBP*

### **YEAR 2000 WARRANTY (CONSTRUCTION) LANGUAGE**

Agencies are required to attach Year 2000 language as an exhibit to the Standard Architect/Engineer Agreement (SC-5.1), Standard Consultant Agreement (6-AC-02A), Contractor's Agreement (SC-6.21), and CM/GC documents if the language is not included in those agreements. State Buildings Programs will insert the language into the Standard Architect/Engineer Agreement effective July 1, 1999. Base Agreements for the As-Needed Services Program have been executed for fiscal year 1999, and the agreements do not contain Year 2000 language. Year 2000 language should be attached by the agency to all Work Authorizations when applicable. Please remind architects, engineers, and consultants they are responsible for inserting this language into their project specifications.

### **CODE COMPLIANCE CHECKLIST**

Agencies are required to incorporate the Code Compliance Reviews, Procedures, Policies and Checklists as an exhibit to all architect/engineer standard agreements and As-Need Services agreements. Consultants agreements are not included since they involve professional services related to studies and analysis that do not directly lead to construction.

### **SUPPLEMENTS**

Supplements are used to increase fees for professional

services regardless of the document used to hire the firm; i.e., Work Authorization, Standard Architect/Engineer Agreement or Consultant's Agreement. If the increase is 10% or more of the contract amount, a Contract Amendment is required.

## **Illegal Purchases**

*By Jane Lopez, DOPSB*

The Colorado Fiscal Rules require that a commitment voucher (POs, contract, lease, etc.) be completed **BEFORE** the vendor is authorized to start work. To do otherwise creates an illegal procurement (a retroactive or after-the-fact procurement). However, the State Purchasing Director, through delegation by the State Controller, can ratify some after-the-fact procurements.

State agencies that have retroactive procurements, other than contracts, must get approval from Nanci Kadlecsek, Director of State Purchasing. The Division of Purchasing has developed a form for agencies to use in requesting ratification of these illegal purchases. You may get this form by calling Suzanne Woodruff at 303-866-6191.

## **State Controller Approves Changes To Special Provision #4**

*By Richard Pennington, AGO*

### **Annex B - Colorado Contract Manual**

The State Controller has approved the use of either or both of the following changes to Special Provision #4 when these changes are requested by a political subdivision of the State of Colorado:

a. Deletion of the phrase “, its employees and agents,” in the first line of paragraph 4 (indemnification).

b. Addition of the sentence, “This does not constitute a waiver of any provision of the Colorado Governmental Immunity Act,” to paragraph 4 (indemnification).

So long as the exact language is used, waived contracts incorporating either or both of these changes need not be submitted through the central approvers for legal review and approval by the State Controller.

These changes are permitted only in contracts with political subdivisions of the State of Colorado.

# State Fiscal Rules “*Personal Services*” Defined

By John Ivy, SCO

*In a memorandum dated November 10, 1998 from Clifford W. Hall, State Controller to Brian Kenna of the Department of Revenue, the term “Services”, as used in the State Fiscal Rules was defined. Since this memorandum was copied to all members of the Controllers’ Forum, it has become essentially a statement of state controller policy. The key text is printed here for general information for all state agencies and should serve as policy guidance regarding the definition of personal services for State Fiscal Rule interpretation. Note, however, that this definition only pertains to State Fiscal Rules and should not be considered policy when addressing issues related to either the Privatization Program or State Purchasing. Please see the article by Kay Kishline, State Purchasing, on this same topic on page 6 of this issue of the CURE for the State Purchasing definition of “personal services” and page 7 of this issue of the CURE for the “personal services” definition used by the Privatization Program. Should you have questions, please contact Phil Holtmann.*

As a general rule, where personal services are not separately priced and are “incidental to the purchase” of goods, the purchase is not considered a “personal service” for purposes of the Fiscal Rules. Unfortunately, in applying this rule there is no simple distinction between goods and services.

For purposes of the Fiscal Rules, one of the rationales for limiting the use of purchase orders to acquire personal services is the Uniform Commercial Code (UCC). (See p. 6-3, *Colorado Contract Procedures and Management Manual*) Purchases of goods using purchase orders are governed by the UCC. Purchases of services are not. Unfortunately, in mixed cases involving some services and some goods, the applicability of the UCC is unclear. In Colorado, case law holds that the applicability of the UCC is determined by “the primary purpose of the contract”.

At a minimum, State contracts should be used for acquiring printing when:

1. Service requirements in printing contracts are identified, are priced separately, and exceed \$25,000; or
2. The total purchase amount is greater than \$25,000 and the primary purpose of the contract is acquisition of labor, skill, creativity, or judgment with acquisition of the printed material incidental to the primary purpose of acquiring services. Circumstances under which printing properly could be categorized as “goods” or “commodities,” with services being only incidental to the delivery of the printing materials, would be:
  - a) Orders for multiple quantities of printed items or publications when the State is not relying on the specialized expertise or judgment of the vendor to create or design the content of the publication, (i.e. routine printing of business cards or other informational brochures printed to State specifications); and
  - b) The type of printing service is broadly available among various vendors; and
  - c) The publication will not require unusual amounts of set-up or creativity by the publisher; and
  - d) The State is not furnishing substantially all the materials, (e.g. paper); and
  - e) Ownership of copyright or other intellectual property will not be an issue.
3. Book publication/binding agreements, on the other hand, are commonly considered “service” agreements. Similarly, publication or advertising design agreements, packaging and shipping/ mailing agreements, paper recycling contracts, and artistic design or artwork contracts are commonly considered services and must be acquired using State contracts where the contract amount exceeds \$25,000. In addition, there may be circumstances where, regardless of value, contracts should be written (with the assistance of legal counsel as necessary) in order to adequately protect the State (Fiscal Rule 3-1, pgs. 3 and 4).

Within the limitations of the paragraph immediately above, for Fiscal Rule purposes, there is flexibility to treat some printing services as commodity purchases. Thus, within these limitations I will permit agencies and institutions, with the assistance of their legal counsel if needed, to make the case-by-case determination of whether the purchase orders are appropriate for acquiring printing services.

The definition of “personal services” for purposes of the Department of Personnel’s privatization review and for other Central Approvers may be different and broader in scope. Consequently, this memorandum is not intended to change the rules requiring submission of printing agreements (whether contracts, purchase orders, or any other form) to the Department of Personnel or other Central Approvers for review and approval, regardless of whether they might be properly characterized as “transactions in goods” consistent with this memorandum and the UCC. Further, this memorandum in no way relaxes the Fiscal Rule 3-1 requirements for Division of Central Services approval of printing requests within Adams, Arapahoe, and Jefferson counties and the city and county of Denver. All printing, whether “goods” or “services,” must be approved consistent with the Fiscal Rule 3-1. Finally, with respect to the definition of the term “personal services” in the procurement context, you should refer that question to the Division of Purchasing. There may be other reasons for different use of the term in the context of procuring printing.

## Printing – Services or Goods

*By  
Kay Kishline, DOPSB*

The Division of Purchasing agrees with the definitions that clarify whether printing is a service or good, as detailed in the State Controller's memo(see page 6) to the Department of Revenue dated November 10, 1998. The purchasing agent/person must decide if the printing is a service or a good using the criteria set forth in that memo. Whatever is decided, the procurement must be treated consistently for the entire procurement. Therefore, if it is decided that it is a service, all requirements for service procurements apply, including prior approval and documentation requirements. If it is decided that it is a good, all requirements for goods procurements apply, including dollar limits, bidding, and documentation requirements. Please direct your questions to Phil Holtmann of SCO (303-866-3809) or Jane Lopez at DOP (303-866-6146).

### **Software**

Agencies buying software outside of the reseller price

agreement must be scrupulous in reviewing the language of the accompanying license agreement. Agencies must assure that any language in conflict with state law and policy is deleted. A referral to your agency's assigned attorney in the Department of Law should be considered.

### **Vendor Registration on the BIDS System**

Agencies providing hard (paper) copies of the vendor registration application to vendors must be certain that the vendor is given the entire application, especially the terms and conditions.

### **Evaluation and Award**

Please remember to include in your solicitation an explanation of how you will evaluate and award your procurement. If it's a multiple line item procurement, will you award by line item, or all, or none, or by category, or some other way.

### **Sharing Knowledge**

All staff using BIDS are encouraged to look at other solicitations and, when appropriate, to borrow language from other solicitations. Please remember to edit it as needed to fit your situation.

*January 20, 1999 CCIT Meeting*

## Negotiations Concepts Training – Outline

*By Harry McCabe, Human Services*

This presentation is meant to provide the student with an overview of the subject: "Negotiation Strategy." Only the principle concepts involved in the subject will be looked at. An in-depth presentation of the subject requires considerably more time than is available for today's presentation. The most exciting aspect of the subject matter may lie in the notion that good negotiators are made, not born. Through study and effort, almost anyone has the potential to gain excellent negotiating skills and results.

This presentation draws from a presentation given by David G. Gold on October 9-10, 1998 at the Hyatt Regency Denver. The presentation was entitled: "Cutting Edge Negotiation Strategy for Lawyers." David Gold is a highly respected expert in the subject matter of negotiation. He is the managing director of the Negotiation Strategy Group consulting firm. Mr. Gold lectures widely on negotiation. If you have further interested in the subject and have an opportunity to take a class under Mr. Gold, don't pass it up!

Following is a listing of the main subject heading for the presentation:

Interest – Power – Strategy	Win-Win Negotiation
BATNA	Alternative Dispute Resolution
Time	Negotiation Personalities
Anchors of Negotiation	Negotiation Tactics
Interest vs. Position	Multi-Issue Negotiation

At the end of the presentation, you will have a basic understanding of these terms/concepts as they relate to the subject of Negotiation Strategy.

## **PERSONAL SERVICES ANNUAL REPORTING CHECKLIST**

This checklist was developed to assist agencies in preparing their Annual Personal Services Report. It is the result of a review of the FY97 annual reports which indicated that some agency reports did not contain services that were, by definition, personal services and other agency reports contained items that were not required to be included. The report format has not changed.

The following definition for personal services should be used when determining if a specific item should be included in the agency report.

***Personal services: Essentially includes all work performed by a human being.***

Examples of items that **should be** included in the annual report are listed below. Please note that these items have not been reported on a consistent basis by agencies.

1. Advertising services such as ads placed in the paper for position openings, display ads placed in newspapers and magazines, and legal advertising.
2. Personal services involved with a purchase of a commodity, such as the purchase of a computer **where** maintenance, training, installation, telephone support and/or other support services are a part of the purchase price. In these and similar situations, if the services **are not** priced separately from the equipment, **the entire amount** should be reported as personal services. If the services **are** priced separately from the equipment purchase, then report **only** the cost of the personal services.
3. Honorariums.
4. Mailing services, such as hiring a vendor to perform bulk and/or mass mailings.
5. Freight & shipping services.
6. Agreements that are not expected to recur on a regular basis where the agency has self-certified that the services are for terms of six months or less. **Please refer to the “Exempt Category” found in the Contract Type Designation Descriptions & Reference Guide for further clarification.**
7. All capital construction and controlled maintenance projects that **are not** highway related. 40% of the total cost should be allocated for personal services.
8. All highway related capital construction projects. 60% of the total cost should be allocated for personal services.
9. Architecture/engineering services.

Examples of items that **are not** to be included in the annual report are listed below. Please note that these items have been reported by some agencies.

1. Agreements with **intergovernmental entities** such as cities, counties, school districts, other states the federal government, and foreign governments.
2. Agreements with **other state agencies** including agreements with higher education institutions.
3. Agreements for services **exempt** from the state's classified personnel system such as attorneys, professors and employees of the legislative and judicial branches of state government.
4. Materials.
5. Monthly **utility bills**, such as bills for telephone, cellular phones, pagers, cable, water and sewer.
6. Internet access charges.
7. Traveling expenses **incurred by state employees** such as hotel, mileage, airfare, cab fare, and parking.
8. Commodity purchases that **do not** include personal services. **Note:** Some commodity purchases may include personal services that must be reported - please refer to item #2 on the previous page for further information.
9. Equipment rental, **unless** an individual is needed to operate the equipment.
10. State employee wages and other benefits paid by the state for its employees.
11. Postage.
12. Stipends paid to individuals such as students entering a graduate program at a higher education institution.
13. Lease or purchase of real property or equipment.

If you have any questions related to this document or the Privatization Program, please feel free to call Yvonne Anderson at (303) 866-2862 or send an e-mail to: [yvonne.anderson@state.co.us](mailto:yvonne.anderson@state.co.us).



## CONTRACT TYPE DESIGNATION DESCRIPTIONS

And

### PERSONAL SERVICES REFERENCE GUIDE

The following is a listing of the types of contracts that are currently designated by the Central Approvers Task Force (CATF). All contract types that are prefaced with the letter “A” are classified as personal services agreements and include: contracts, purchase orders, purchase requisitions and invoices. *The definition of “Personal Services” is broad and essentially includes all work performed by a human being.* As such, these contract types are **statutorily required** to be reviewed by the Department of Personnel Privatization Program and reported on the annual report.

#### **Personal Services - Professional/Technical Category**

**A1**

This category is used for services that are specialized, require certification and/or training, or the individual(s) are experts in a particular field(s). Some examples of the types of services included in this category are training, consulting, temporary services *that are professional in nature* as computer programmers and accountants, etc.

#### **Personal Services - Non-Professional/Support Category**

**A2**

This category is for services *that* do not require special certification in order to perform a job. Some examples of the types of services included in this category are: janitorial, laundry, trash removal, temporary services that *are not* professional in nature, moving, advertising and printing services that does not involve design work, film processing, copying, courier, repairs to items other than equipment, press clipping, freight & mailing services, etc.

#### **Personal Services - Purchased Services Category**

**A3**

Purchased services are services *that directly benefit* individuals or groups of individuals in the public at large. Some examples of the types of services included in this category are: HIV Prevention; Traffic Safety Education; Alcohol/Drug Abuse Prevention; Breast Cancer Screening; any types of services that benefit Medicaid clients, disabled clients; translator/interpreter services; employment services for displaced workers; etc. In addition, **Higher Education agencies** *should include any types of services provided to students*, i.e., guest lecturers, instructors, officials, speakers, models, entertainment, medical/dental services, etc. *Note:* Services that benefit a specific state agency and services that benefit individuals who are incarcerated **are not** considered purchased services.

#### **Personal Services - Architect/Engineer/Construction Services or Trade Category**

**A4**

This category is used for all capital construction and controlled maintenance contracts.

#### **Personal Services - Equipment Maintenance/Repair Category**

**A5**

This category is used for all types of equipment maintenance and repair and includes security alarm and fire monitoring services. *Note: Please do not list these types of services in any other categories.*

#### **Personal Services – Exempt Category**

**A6**

This category is used for services *that* are: 1) Exempt from the state classified system such as attorneys, professors and employees of the judicial and legislative branches of government, and 2) Non-recurring services lasting **six months or less** where the need for the services (not the vendor) **is not** expected to recur on a regular basis. The term “regular basis” refers to using the same type of service(s) year after year, month after month, week after week, or day after day. **Note:** This category is seldom used because of the second requirement. An example of a service that **would not** meet the second criteria would be the use of temporary services. Services that meet either criterion are exempt from the Department of Personnel review process unless the need for the services recurs. All agencies are required to self certify for items that meet the second criteria and documentation should be placed in agency files.

#### **Personal Services - Grants Category**

**A7**

This category is used for grants made to non-political subdivisions with other than federal funds.

#### **Personal Services - Pass Through Grants Category**

**A8**

This category is used for grants made to non-political subdivisions using federal funds.

Updated: 1/1/99

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### **Key to CCIT Abbreviations**

Attorney General's Office	AGO
Central Approvers Task Force	CATF
Colorado Contract Improvement Team	CCIT
Contract User's Resource for Excellence	CURE
Division of Purchasing/State Buildings	DOPSB
General Support Services	GSS
Real Estate Services	RES
State Buildings Programs	SBP
State Controller's Office	SCO

### **CCIT Meeting**

Wednesday January 20, 1999

Chancery Building, Suite 1450, 1120 Lincoln St.

#### **Agenda**

9:00-9:15	Meet the New State Controller	Art Barnhart
9:15-10:15	Negotiation Training	Harry McCabe
10:15-10:30	Break	
10:30-10:40	Real Estate Services	Mike Berry
10:40-11:15	Multi-Year Purchase Orders	Jane, Loraine, & Phil
11:15-11:25	Capitol Construction Notices	Carol Lieber
11:25-11:40	Special Provision Changes	Richard Pennington
11:40-Noon	Contract Manual Revisions	John Ivy